

**FUNCTIONAL SKILLS**

English Level 2



**Area: Writing**

Criterion: Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)

**Apostrophes**

Apostrophes are used to show that something belongs to someone or something (possession). They are also used to shorten words and replace the missing letters (omission).

**Possession**

When something belongs to someone, we usually add an apostrophe and an **s.** For example:

The dream belonging to Jason Jason’s dream

However, if the name already ends in an **s**, then only an apostrophe is needed. For example:

The motorbike belonging to Charles Charles’ motorbike

When using plural nouns, where the noun ends in an ‘s’, we usually add an apostrophe **after** the ‘s’. For example:

The girls’ bags were stolen.

In the morning, the dogs’ treats had been eaten.

The papers’ readers were enthralled by the story.

However, there are exceptions to the rule. If the noun is already plural, the apostrophe would go before the ‘s’. For example,

|  |  |
| --- | --- |
| **Singular noun** | **Plural noun** |
| The woman’s toilet was broken. | The women’s toilets were out of order. |
| The child’s bag is missing. | The children’s bag is missing. |
| The man’s plan was diabolical. | The men’s plan was diabolical. |

**Omission**

Words can be shortened to make them less formal. Omissions are also sometimes known as contractions.

Some words can be shortened (or made informal) by removing some letters and replacing them with an apostrophe. For example:

They are they’re

We are we’re

Could not couldn’t

Did not didn’t

Will not won’t

**Its and It’s**

An apostrophe is only used in it’s to show contraction. You must not use an apostrophe for possession when writing **its.** For example:

The dog chewed its bone.

You only use an apostrophe when writing **it’s** if it is short for **it is.**

**Using the information provided above, answer the following questions.**

**Question 1**

Rewrite the sentences to show the correct use of apostrophes.

|  |  |
| --- | --- |
| Sentence | Answer |
| The computer belonging to Stephen. | Example: Stephen’s computer. |
| The headphones belonging to Lucas. |  |
| The toys belonging to the children. |  |
| The beds belonging to the cats. |  |
| The ladder belonging to Leon. |  |
| The babies belonging to the women. |  |

**Question 2**

Place apostrophes in each sentence to ensure that each sentence is correct.

|  |  |
| --- | --- |
| **Original sentence** | **Corrected sentence** |
| Recently, the restaurants opening hours have changed. |  |
| Upon inspection, it appears that the 2 machines motors are damaged. |  |
| Unsurprisingly, the cars brakes needed changing. |  |
| Peoples ambitions can be influenced by their families and friends. |  |
| The guests smiles were wide and beaming. |  |
| The companys policy will ensure you’re fully satisfied! |  |

**Question 3**

Rewrite these sentences to include apostrophes for omission (contraction).

|  |  |
| --- | --- |
| Sentence | Answer |
| They are not going to the park. | Example: They’re not going to the park. |
| It is very dark outside. |  |
| They had not thought about taking an umbrella. |  |
| Fabian did not want to go to Davids party. |  |
| I have not seen my aunt for some time. |  |
| He would not want us to be there. |  |
| After work, we are all going to Susans house. |  |
| It is not a good idea. |  |

**Inverted commas and quotation marks**

Inverted commas are used to indicate a reference to something, such as a book, film or event. For example:

‘ ’

The castle held an event called **‘**Medieval Madness**’**.

Have you seen **‘**A Midsummer Night’s Dream**’**?

The event, **‘**Shoes and Yachts**’**, was a huge success.

Quotation marks are used to show direct speech. They indicate someone has said something aloud. For example:

“ ”

He shouted, **“**I hope you’re going to pay for that!**”**

**“**Finally,**”** he said exaggeratedly, **“**you’re here.**”**

The founder of the company said, **“**It really is an exciting, new venture.**”**

If a sentence ends in quotation marks, the full stop must also be placed in the quotation marks.

**Using the information provided above, answer the following questions.**

**Question 1**

Look at the following sentences. Select the ones which use inverted commas and quotation marks correctly.

|  |  |
| --- | --- |
| 1. I am really excited for Highfield’s Jolly ‘Jully event’.
 |  |
| 1. I am really excited for Highfield’s ‘Jolly July’ event.
 |  |
| 1. I am really excited for ‘Highfield’s Jolly July’ event.
 |  |

|  |  |
| --- | --- |
| 1. David “said, I think you’re wrong”.
 |  |
| 1. “David said, I think “you’re wrong.”
 |  |
| 1. David said, “I think you’re wrong.”
 |  |

|  |  |
| --- | --- |
| 1. Emily whispered, “Can you believe she said that?”
 |  |
| 1. ‘Emily whispered’, Can you believe she said that?
 |  |
| 1. ‘Emily whispered, “Can you believe she said that"?’
 |  |

|  |  |
| --- | --- |
| 1. Next week’s topic is Global ‘Warming.’
 |  |
| 1. ‘Next week’s ‘topic is Global Warming’.
 |  |
| 1. Next week’s topic is ‘Global Warming’.
 |  |

**Question 2**

Write 2 sentences which use inverted commas and 2 sentences which use quotation marks.

|  |
| --- |
| Inverted commas:Quotation marks: |

**Question 3**

Look at the job advertisement below. Can you add in the missing inverted commas and quotation marks?

|  |
| --- |
| Highfield Environmental TeamWe are looking for a new member of staff for our Environmental Team. The ideal candidate must be enthusiastic, hard-working, driven and passionate. The Environmental Team would like to hold an event called Waste Busters, where the candidate will host a variety of activities, including recycling talks, park clean up, climate change studies and recruitment for the Cycle to Work scheme.We pride ourselves on our ability to make a real difference to the environment, and live by the words of Sir David Attenborough:*People must feel that the natural world is important and valuable and beautiful and wonderful and an amazement and a pleasure.*Together, we can make a real difference.To apply:* contact the Environmental Team via email
* attach your CV
* let us know your availability for interview
 |

**For further practice questions incorporating commas, please see the workbook found under the ‘Punctuation – part 3 (colons) video.**

**Answers**

**Apostrophes**

**Question 1**

Lucas’ headphones **or** Lucas’s headphones.

The children’s toys.

The cats’ beds.

Leon’s ladder.

The women’s babies.

**Question 2**

Recently, the restaurant’s opening hours have changed.

Upon inspection, it appears that the 2 machines’ motors are damaged.

Unsurprisingly, the car’s brakes needed changing.

People’s ambitions can be influenced by their families and friends.

The guests’ smiles were wide and beaming.

The company’s policy will ensure you’re fully satisfied!

**Question 3**

It’s very dark outside.

They’d not thought about taking an umbrella.

Fabian didn’t want to go to David’s party.

I haven’t seen my aunt for some time **or** I’ve not seen my aunt for some time.

He’d not want us to be there.

After work, we’re all going to Susan’s house.

It’s not a good idea.

**Inverted commas and quotations**

**Question 4**

I am really excited for Highfield’s ‘Jolly July’ event.

David said, “I think you’re wrong.”

Emily whispered, “Can you believe she said that?”

Next week’s topic is ‘Global Warming’.

**Question 5**

Please note that these are example responses.

Inverted comma examples:

After the welcome, there will be a main event, which is titled ‘Beyond Stars’.

‘Ready or Not’ was without a doubt the best movie I’ve seen this year.

Quotation example:

Luke commented, “This has been the wildest journey.”

“Thanks for coming!” Exclaimed Ed.

**Question 6**

Highfield Environmental Team

We are looking for a new member of staff for our Environmental Team. The ideal candidate must be enthusiastic, hard-working, driven and passionate.

The Environmental Team would like to hold an event called **‘**Waste Busters**’**, where the candidate will host a variety of activities, including recycling talks, park clean up, climate change studies and recruitment for the **‘**Cycle to Work**’** scheme.

We pride ourselves on our ability to make a real difference to the environment, and live by the words of Sir David Attenborough:

***“****People must feel that the natural world is important and valuable and beautiful and wonderful and an amazement and a pleasure.****”***

Together, we can make a real difference.

To apply:

* contact the Environmental Team via email
* attach your CV
* let us know your availability for interview

**Your functional skills exam**

Your functional skills exams will consist of 2 papers.
These papers will take place over the following time periods:

* Reading – 60 minutes
* Writing – 60 minutes

Further information on the format that your test will take can be obtained from your training provider.

**Hints and tips**

* Find out what format your exam will be in. It may be paper-based
or on-screen.
* Plan what you are going to revise in advance. Don’t leave it until the last minute.
* Do as many past papers as you can so you are prepared for the day. If possible, try to complete the past papers following the same format as the actual exam.
* Find a quiet place to study and revise. It helps to sit at a table or a desk, don’t revise in bed.
* Don’t stay up all night revising the night before your exam. It’s important to have a good rest so you feel refreshed and ready to go.
* Read the question 3 times. The first time to ensure you understand what is being asked, the second time to get an understanding of what you need to do, and a third time to figure out exactly what maths techniques you should be applying.
* If you are struggling with a question, skip it and come back to it later. Try not to sit getting worked up about a difficult question, it will only waste exam time. Move on and come back to it after you have answered the other questions.
* Take note of the number of marks available. This will give you an indication of how much working out you must show. For example, 1 mark will need an answer only and more marks will need you to show your working out.
* When you’ve finished the exam, go back and check your answers. If you still have time remaining, use it to check your answers and when you have checked your answers check them again.